



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

ATZH-CG

22 March 2006

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No. 4 – Equal Opportunity (EO)/Sexual Harassment Complaint Procedures

1. Commanders, managers, and supervisors at all levels are responsible for ensuring the fair treatment of Soldiers, Department of the Army Civilians, and family members. An installation of excellence such as Fort Gordon must not allow, condone, or tolerate sexual harassment or illegal discrimination based on race, color, gender, national origin, or religious preference. For civilian employees we do not condone discrimination based on age or on physical or mental handicap. Any type of illegal behavior will not be tolerated.
2. The EO and Sexual Harassment Complaint Procedures are enclosed. The enclosure identifies methods to report discrimination or sexual harassment. The chain of command is the best avenue for addressing these matters. However, military personnel or family members may also file complaints with the EO Office, in building 25706 or with the Inspector General (IG), in building 33800. The recommended method for civilian employees to file discrimination or sexual harassment complaints is with the Equal Employment Opportunity Office, in room 210, Darling Hall. Civilian employees also have the option of filing with the IG, or, if their complaint involves military personnel, with the EO Office.
3. Military personnel, family members, and civilian employees shall be protected from reprisal or retaliation for filing complaints. No employee or Soldier may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable action, in reprisal against any person for filing a complaint. Should a person be threatened with such an act, or should an act of reprisal occur, it must be reported to the DoD IG. If the allegation is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG. The DoD Hotline number is 1-800-424-9098 or DSN 664-8799, and may be used to report threats or acts of reprisal.

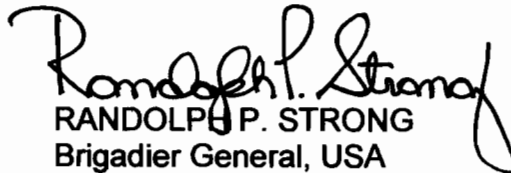
This memorandum supersedes Commanding General's Policy Memorandum No. 4 - Equal Opportunity (EO)/ Sexual Harassment Complaint Procedures, dated 4 September 2003.

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4. We all share the responsibility for preventing and eradicating discrimination and sexual harassment. Whether we are military or civilian, and whether or not we are commanders or supervisors, we must not condone or ignore this illegal, offensive, and demeaning behavior. We must deal with it swiftly and fairly if it occurs, so that we foster a work environment that reflects our standards of excellence.

Encl


RANDOLPH P. STRONG
Brigadier General, USA
Commanding